

Manual Optional

Upload Notification via Microsoft 365 Power Automate Outlook

This is one example of notification setting to notify uploads to the DNA sequencing result folder you have created in OneDrive for Business. This is OPTIONAL not mandatory.

Please note that this manual is as of September 2023 and icons and settings may change in the future.

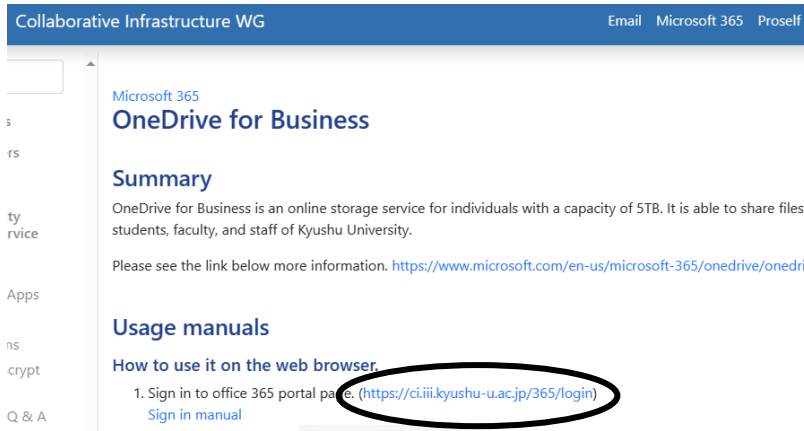
Power Automate in Microsoft 365 provided by Information Infrastructure Initiative, Kyushu University is a service for customizing workflows to automate your tasks and processes. You can freely create custom workflows. We recommend you to customize it by yourself.

Dec. 19th , 2023
The Research Support Center

- 1) Sign in to Office365 portable page from Information Infrastructure Initiative, Kyushu University's website.

(<https://ci.iii.kyushu-u.ac.jp/en/365/onedrive/>)

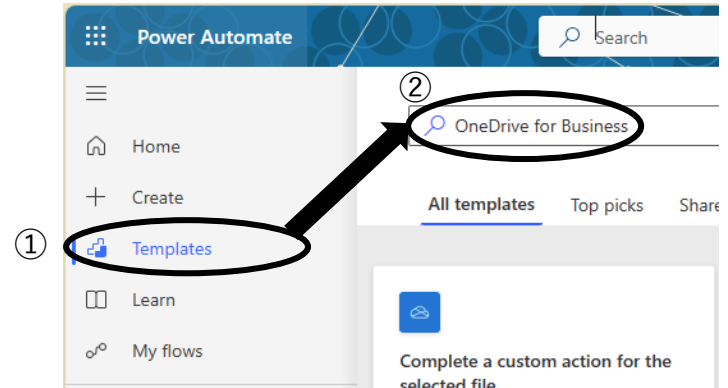
(<https://ci.iii.kyushu-u.ac.jp/365/login>)



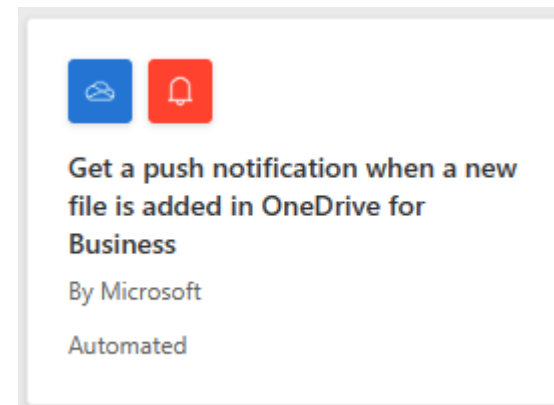
- 2) Select "Power Automate" from the app launcher on the upper left



- 3) Click "Template" and put "OneDrive for Business" in the search Box.

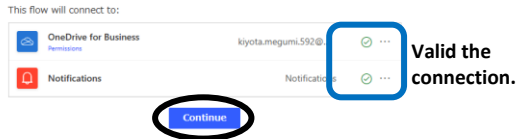
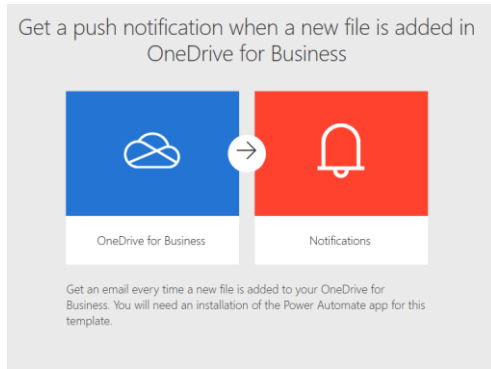


- 4) Choose "Get a push notification when a new file is added in OneDrive for Business".

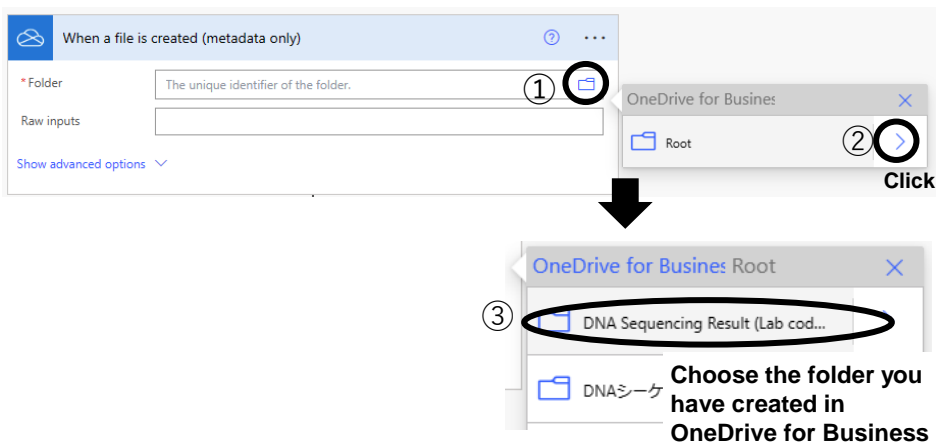


※Be careful not to choose the similar one.

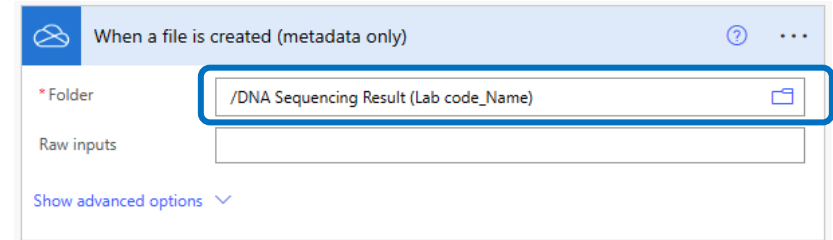
5) Confirm that the connection is valid (green check mark) and click “Continue”.



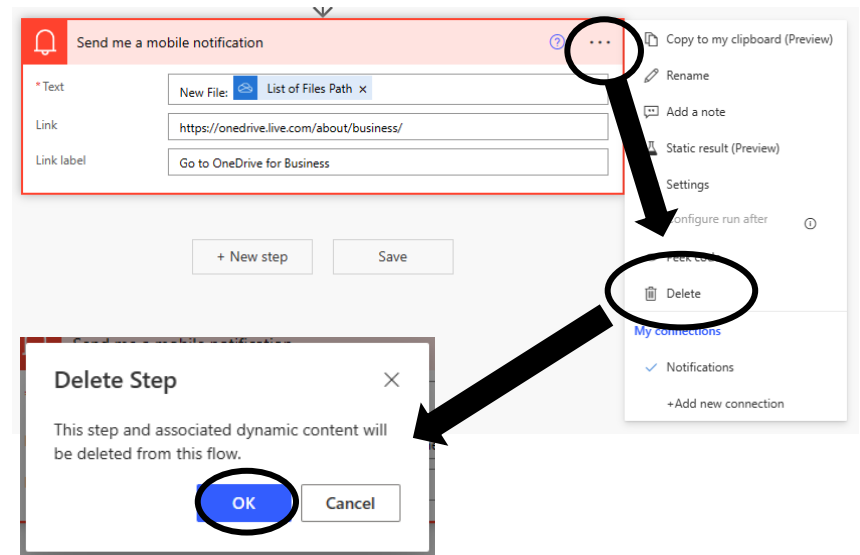
6) Click folder icon and select the folder that you have created in OneDrive for Business



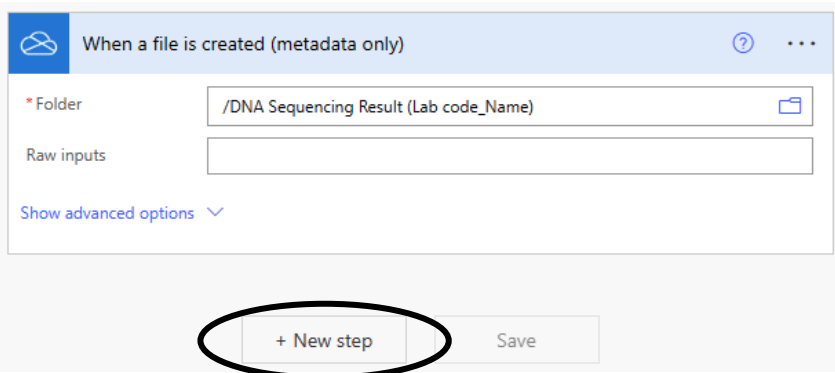
Make sure that the right folder is properly selected.



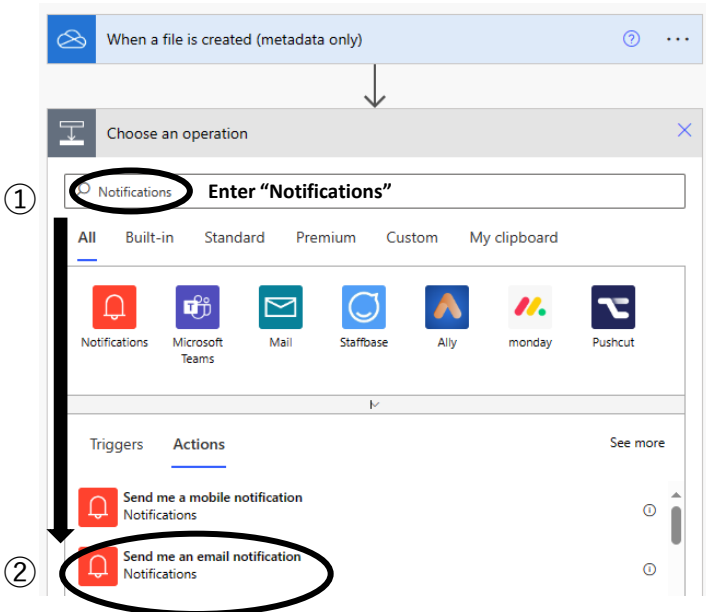
7) Delete the following step by right clicking on “...” and click “delete”.



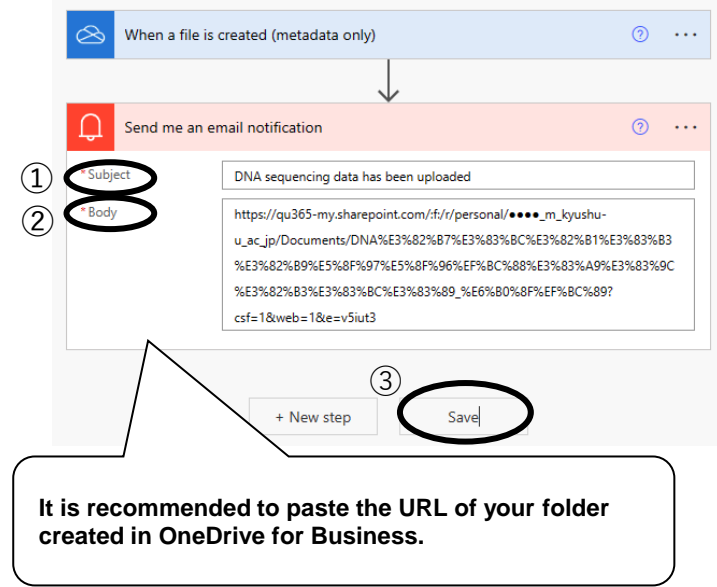
8) Click “New Step”..



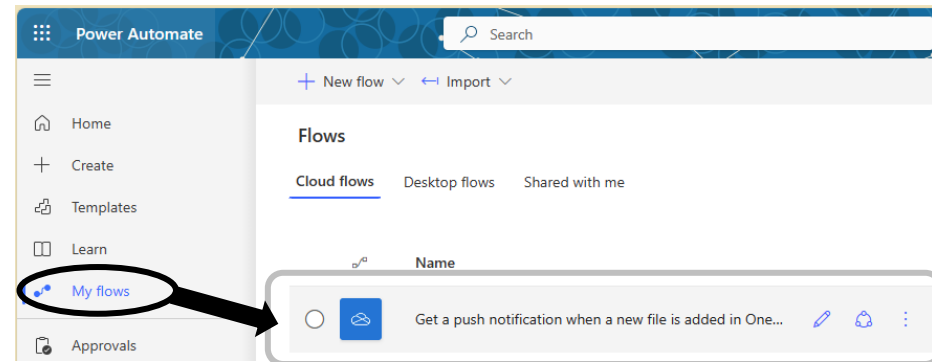
9) Put “Notifications” in the search box and select “Send me an email notification”.



10) Fill “Subject” and “Body”, and click “Save”.

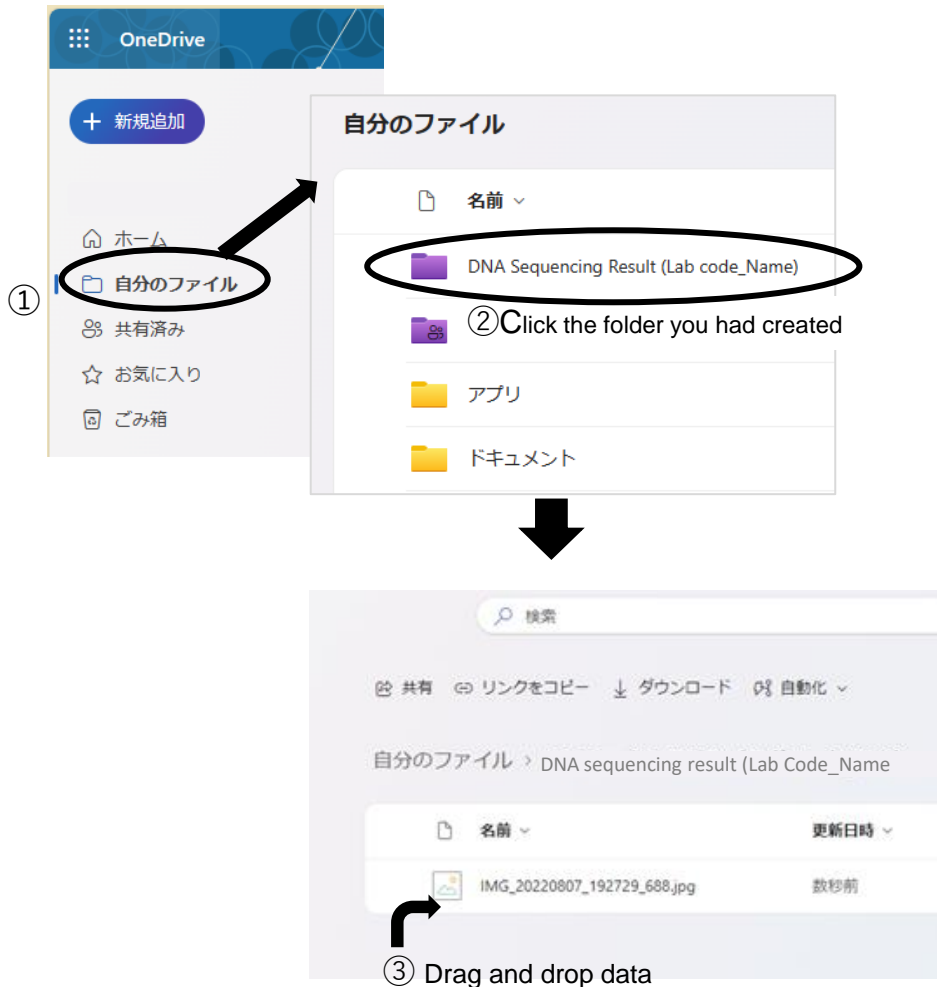


11) A new flow is created in the “My flow”.
(You can edit the flow from the pencil icon)

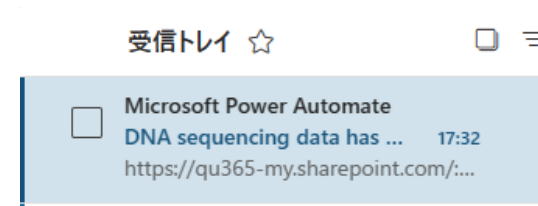


12) To test the flow, upload something to the folder you had created in OneDrive for Business.

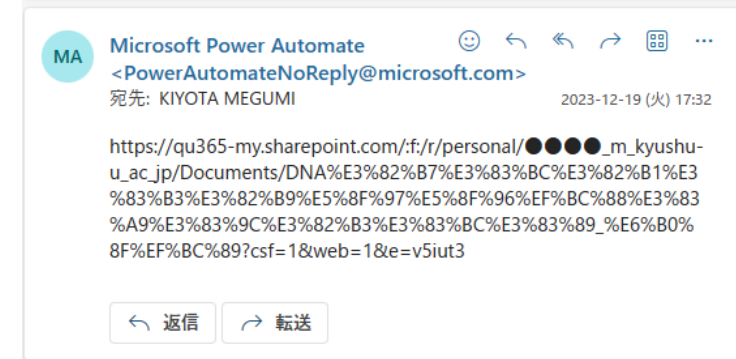
Click the link that you had saved at 8) on p.8 of the manual ① or click the app launcher on the upper left and select OneDrive and find your folder in “My folder”.



13) A notification email will be sent to your Kyushu University Primary Mail or other email you set at 10) on p.4.



10) Subject ⇒ DNA sequencing data has been uploaded



10) Body ⇒

※It takes some time to receive notification emails (approximately 5~15 minutes or more).

※These emails can be found in the junk email folder.

In Power Automate, you can freely customize your flow.

If you wish to receive notifications by other email services, choose a different action in step 9).